

EEO-101 Workforce Utilization Reporting Form Leases/Licenses/Permits/Transfers of Interest in Real Property Instructions

The New York State Office of General Services (OGS) is required to submit your lease, license or permit workforce data to the New York State Empire State Development (ESD) Division of Minority and Women's Business Development office. To comply:

- Landlord/Licensor/Permittor/Tenant/Licensee/Permittee/ Subcontractors must¹ submit this report quarterly by the 10th day of April, July, October, and January throughout the duration of a lease, license or permit.
- Gross Wage data is only required to be reported on a quarterly basis commencing with the April 1, 2018 report. For more information about this requirement visit the ESD website at: https://esd.ny.gov/doingbusiness-ny/mwbe/mwbe-executive-order-162.

- Landlord/licensor/permittor/tenant/licensee/permitee and/or subcontractor should request each subcontractor used on a project to separately report its workforce.
- Landlord/licensor/permittor/tenant/licensee/permitee and/or subcontractor's should not report on workers that are being reported by their subcontractors.
- If a landlord/licensor/permittor/tenant/licensee/permitee and/ or subcontractor has no data for that month a report must still be submitted. Complete Section A, including the preparer's name, title, date; check the electronic signature attestation; and check box for no workforce utilization reporting.
- Use the Excel form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property located on the OGS website at: https://ogs.ny.gov/mwbe/forms. Helpful tips & instructions are outlined in this document.
- "Save as" the Excel report file with the following naming convention: AgencyAcronym_lease, license or permit number.xlsm
- Email the completed EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property form(s) to: EEO_CentCon@ogs.ny.gov

Need help?

Contact OGS at: 518-486-9284 or MWBE@ogs.ny.gov

Sample View of Form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property

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In accordance with contract Article 21 Equal Employment Opportunity (EEO).



Section A – Workforce Utilization Reporting Form Leases/Licenses/Permits/Transfers of Interest in Real Property Instructions

Sample View of Section A - Form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property

			Preparer's Name:	
Reporting Entity	1 Landlord Licensor Permittor Tenant Licensee Permittee Subcontractor		Preparer's Title:	
			Date:	
Company Name	<u>2</u>	Reporting Period - Select One		
Company Address		January 1 - March 31 April 1 - June 30	By checking this box, I certify that I personally comp electronic signature under the NYS Electronic Signature	pleted this document and I adopt the name typed above as my
		July 1 - September 30 October 1 - December 31	physically signed the document.	ures and Records Act, with like legal force and effect as it I had
FEIN / Vendor ID			10 Check this box if you are reporting that your firm had	d no workforce utilization for the reporting period
Project Location	3	Workforce Identified in Report	Creek and box if you are reporting that your firm has	a no working continuous for the reporting period.
Additional Locations	4	Workforce Utilized in the Performance of this Contract	11 Check this box to request that the material included the Public Officers Law (Freedom of Information Law	herein be withheld from disclosure pursuant to Article 6 of
Lease/License/Permit or other Transfer of		Contractor/Subcontractor's Total Workforce	the Public Officers Law (Freedom of Information Law	*)
Interests in Real Property				

- 1 Reporting Entity: Check if you are reporting as the Landlord, licensor, Permittor, Tenant Licensee, Permittee or Subcontractor.
- 2 Company Name and Address: Type in the business name and address.
- Project Location: Select the county location of the project from the drop-down list.
- 4 Additional Locations: If the project is in multiple locations, type in the name of all counties the project is located in.
- Lease/License/Permit or other Transfer of Interests in Real Property
- **Reporting Period:** Landlord/Licensor/Permittor/Tenant/Licensee/Permittee/Subcontractors are required to report this data **quarterly** by the 10th day of April, July, October, and January. Select the quarter you are reporting.
- Workforce Identified in Report:
 - Option 1: "Workforce Utilized in Performance of this Contract" Check this option if this report includes data only on employees who worked on this project.
 - Option 2: "Contractor/Subcontractor/Reseller's Total Workforce" Check this option if you are unable to report data only on employees who worked on this project. In this case, you must report data on your entire company workforce, regardless of whether or not all employees worked on this project.
- 8 Enter the preparer's name, title, and the date of preparation.
- 9 Check the box next to the electronic signature attestation.
- 10 Check the box if you are reporting that your firm had no workforce utilization data for the reporting period.
- 11 Check the box if you request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (FOIL).



Section B – Workforce Utilization Reporting Form Leases/Licenses/Permits/Transfers of Interest in Real Property Instructions

Sample View of Section B - Form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property

Occupation Classifications (SOC Major	SOC Job Title	EEC Job Title	SOC Job Cod				Ca	ucesian/Whit	ite				Black/African American											Hispanic/Latino						Asian	/Native Hav	ralian or Oth	er Pacific Isla	vder		Native American/ Alaskan Native							
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Section B: You are required to report on the **number of employees** and the **number of hours** worked by each race/ethnic identification. There are 25 drop-down rows in this section. If there are more than 25 entries, please submit an additional form.

- 1 Occupation Classifications (SOC Major Group): Select a classification from the drop-down list.
- SOC Job Title: Select a SOC Job Title from the drop-down list.
- **EEO Job Title:** Based on the SOC Job Title, the appropriate EEO Job Title automatically fills in; it is not necessary to manually enter the EEO Job Title.
- **SOC Job Code:** Based on steps 1 and 2 above, the appropriate SOC Job Code automatically fills in; it is not necessary to manually enter the SOC Job Code.
- # Employees: Across each row, enter the total number of employees within that job category/title/code by each race/ethnic/gender group.
- # Hours Worked: Across each row, enter the total number of hours worked within that job category/title/code by each race/ethnic/gender group.
- Gross Wages: Enter the total gross wages paid for work on the identified Contract, to all employees for each job code and each gender and racial/ethnic group, identified in the Report. Contractors and subcontractors should report only gross wages for work on the contract paid to employees during the period covered by the Report. Gross wages are those reported by employers to employees on their wage statements.
- 8 Total # Employees, Hours Worked, and Gross Wages: This row automatically tabulates totals of # employees, hours, and gross wages no need to enter any data in this row.

How to Submit:

✓ "Save as" the Excel report file with the following naming convention:

Agency Acronym_Lease, License or Permit Number.xlsm Example: OGS_1234567-C.xlsm

- Send the report as an Excel document do not convert to a PDF or other file format.
- If a landlord/licensor/permittor/tenant/licensee/permitee and/or subcontractor has no data for that quarter, a report must still be submitted. Complete Section A; including the preparer's name, title, date; check the electronic signature attestation; and check box for no workforce utilization reporting.
- ✓ Landlord/licensor/permittor/tenant/licensee/permitee and/or subcontractor's must submit an EEO-101-Leases/Licenses/Permits/Transfers of Interest in Real Property form quarterly by the 10th day of April, July, October, and January.
- ✓ Email to: EEO_CentCon@ogs.ny.gov